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18 JAN 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 15 January 1971

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1. Voluntary Investment Plan: [REDACTED]

Office of Personnel, met on 13 January with representatives from Finance, the Office of General Counsel and the Central Cover Staff to discuss procedures for distribution of VIP materials to overseas personnel and other problems related to cover considerations. Agreement was reached on proposed handling of the Employee Bulletin and brochure and [REDACTED] of CCS foresaw no insuperable problems from a cover standpoint. A review was made of a number of VIP "terms and conditions", legal rulings, policies and procedural items, many of which will require "special handling" when applied to personnel under cover arrangements.

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Copies of the Employee Bulletin and VIP brochure were forwarded to

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[REDACTED] pursuant to a telephone discussion in which he was requested to review the documents with a view toward the preparation of a book dispatch acceptable by the Deputy Director for Plans for transmittal of substantive information on VIP to Agency employees overseas. A meeting will be held early this week with [REDACTED] to work further on this matter.

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2. New Elements in Briefings on Benefits and Entitlements: The so-called "two spouse" legislation has added new elements to the content of counseling



on benefits and entitlements. Counseling personnel are already prepared to review these new options in appropriate cases. This new legislation applies only to participants in the Civil Service Retirement System.

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3. Cooperative Education: [REDACTED] will spend the week at the Cooperative Education Association Annual Conference in Tampa, Florida.

4. New Pay Schedule: The New Pay Schedules established under Executive Order No. 11576 and under authority of the Civil Service Commission, for regular General Schedule employees and Special Rate Schedule employees, have been developed and furnished to appropriate Agency components. All rates for General Schedule employees and Special Rate employees will be effective on the same date, 10 January 1971.

5. Reserve Affairs:

a. The Agency Navy Reserve Unit will be inspected tonight, Monday, 18 January 1971 by representatives of the Commandant, Fifth Naval District, Norfolk, Virginia. Captain L. B. Vorse, U. S. Navy, will be the Chief Inspector and will conduct the personnel inspection at Headquarters Building. LT D. M. O'Brien, U. S. Navy, will handle the administrative part of the inspection.

b. LTC Gerson J. Sabotky, Doctrine Staff Officer, Office of the Assistant Chief of Staff for Force Development, Department of the Army, will address the members of the JMRTC (Army, Marines, and Air Force) meeting tonight in the Auditorium. Subject for the lecture will be "Current Developments in the U. S. Army; Organization and Role of the Combat Elements."

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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